

# IAble Train the Trainer

## Participant Guide



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# WELCOME!

IABLE is passionate about advocating for individuals with disabilities. Do you have the same aspiration? Join IABLE Train the Trainer! Through this program, you will learn about IABLE, become a Certified Trainer and have the knowledge to present the information to members in your community.

## GETTING STARTED

### Step 1: Create an Account

Start by visiting [IAble.gov](http://IAble.gov) and clicking Train the Trainer under the Resources tab. On the IABLE Train the Trainer module, click Create an Account or Log In. You will not be able to access your account until you attend a training session.

### Step 2: Attend a Training Session

The State of Iowa Treasurer's Office organizes IABLE training sessions. The sessions will include an in-depth presentation about IABLE, group activities and more. All materials will be provided; however, you may bring your preferred writing utensil and a notepad for taking notes.

To sign up for a training session, visit the Calendar at [IAble.gov](http://IAble.gov). Be on the lookout for a reminder email from the IABLE team one week before your session is set to begin.

### Step 3: Log In to your Account

Upon attendance to a training session, you will receive access to your Train the Trainer account as a Trainee. You will gain access to the Certified Trainers section of the website when you pass the certification quiz.

### Step 4: Study for the Certification Quiz

All links you will need to prepare for the certification quiz will be in the Trainees section of your Train the Trainer account. Study the videos and websites within the Training Materials page to prepare for the certification quiz. Once you are ready to take the quiz, go to the Certification Quiz page. You must take the quiz within one month of attending a training session.



## **Step 5: Take the Certification Quiz**

You will have three attempts to answer 80% of the randomized questions correctly. You are able to go back and review your answers before submitting. If you have not passed the quiz after three attempts, you must re-attend an IAble training session.

## **Step 6: Train and Educate Others**

Once you have passed the certification quiz, you will officially become an IAble Certified Trainer. With this title comes the ability to lead an IAble training session and access the Certified Trainers section of your Train the Trainer account.

## **Step 7: Stay Informed**

We are continually updating the Train the Trainer website to include up-to-date questions, tools and resources. We encourage you to log in to your account often to ensure you have the latest materials. If there are any updates to IAble, you will receive a notification via email to review the new resources.

## **Step 8: Maintain Your Certification**

You will be required to renew your IAble Train the Trainer certification annually or in the event of major program updates. When it is time to renew your certification, you will receive an email with the necessary course of action.

# **CONTACT US**

Should you have any questions regarding the Train the Trainer program, please contact the IAble team at [IowaABLE@tos.iowa.gov](mailto:IowaABLE@tos.iowa.gov) or call (515) 725-7688.

